

COMMONWEALTH OF VIRGINIA

VIRGINIA STATE LIBRARY

DIVISION OF RECORDS MANAGEMENT

REQUEST FOR AND AUTHORIZATION OF
RECORDS RETIREMENT

THIS AUTHORIZATION IS EFFECTIVE UNTIL CANCELLED

2. AGENCY:

INDUSTRIAL COMMISSION OF
VIRGINIA

3. AUTHORIZATION NO.:

191-23

4. DIVISION:

Administrative

5. SUB-UNIT:

6. REQUESTED BY:

DATE REQUESTED:

7. AGENCY APPROVAL:

DATE APPROVED:

8. RATE OF ACCUMULATION PER ANNUM:

Negligible

9. KIND OF COPY:

Original

10. SIZE OF FORM/RECORD:

17" X 14"

11. COLOR OF FORM:

White

12. ☐ MACHINE POST☒ Manual

1. NAME OF FILE OR RECORD:

Register of Maintenance Taxes Assessed
on Insurance Companies and Industrial
Self-Insured - Form 22B

13. RECOMMENDED RETENTION AND DISPOSAL SCHEDULE:

A. CURRENT FILE:

Permanent

B. INACTIVE FILE:

C. STORAGE:

D. MICROFILM FILE OR RECORD AND

☐ DESTROY DATA☐ RETURN DATAE. ☐ STORE FILM☐ RETURN FILM

14. ARRANGEMENT OF RECORDS:

☐ CHRONOLOGICAL☐ ALPHABETICAL

SERIES CUT OFF:

☐ CALENDAR☐ FISCAL☐ CONTINUOUS

ALPHABETICAL BY:

☐ NUMERICAL☐ SUBJECT NUMERICAL

15. APPRAISAL OF FILE OR RECORD - (TABULATE EACH FORM BY NUMBER AND TITLE)

The Register of Maintenance Taxes Assessed is employed as a record of original entry to list the insurance carriers and self-insurers from whom taxes are due. From this form, the Industrial Commission sends a notice of amount of tax due from the self-insurers only. Insurance companies remit their taxes on Form 26A, Annual Report of Premiums, Assessments, etc., Received From Insurance Carriers.

The remittance received of both the carrier and self-insurers are made payable to the Treasurer of Virginia, who notifies the Commission on the Register of Cash Receipts from which the Industrial Commission posts to Form 22B, the date paid or abated, reference, amount paid or abated and the balance due.

SPACE BELOW THIS LINE FOR USE OF STATE RECORDS ADMINISTRATOR

APPROVED RETENTION AND DISPOSAL SCHEDULE:

CURRENT FILE:

INACTIVE FILE:

STORAGE:

☐ RETAIN PERMANENTLY☒ APPROVED AS
RECOMMENDED
BY AGENCY☐ BURN☐ ☒ WASTE PAPER

____ YEARS

____ YEARS

____ YEARS

____ YEARS AFTER AUDIT

REMARKS:

DATE: MAR 1 1963

STATE COMPTROLLER OR DEPUTY:

DATE: MAR 5 1963

STATE LIBRARIAN OR DEPUTY:

DATE: 2-28-1963

STATE RECORDS ADMINISTRATOR: